



# Introduction to Project Risk Management with Pertmaster Software

## Training Registration Form

### 2 Ways to Register:

EMAIL this form to: amardeep@pertmaster.com  
FAX this form to: +44 (0)1483 431 808 (UK)  
Questions? Call +44 (0)1483 544 935.

### Reserve your seat today!

Training Location: \_\_\_\_\_ Training Date: \_\_\_\_\_

### Attendee(s) Details

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Please list any additional attendees being registered on this form with email address:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

### Payment Options

Total = Attendees \_\_\_\_\_ x £1,800 + VAT (3 day course) = £ \_\_\_\_\_

Payment by credit card only (Please tick box below)

MasterCard  Visa  American Express

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Card Holder's Name \_\_\_\_\_ Card Holder's Signature: \_\_\_\_\_

Card Holder address (if different from above):

You will need to bring a laptop, however we will supply the software if needed.

Please call if you have any dietary needs (vegetarian, food allergies, etc.)

**By completion of this form you agree to the attached terms & conditions.**

For questions or more information: amardeep@pertmaster.com or +44 (0)1483 544 935.

## **Terms and Conditions**

### **Substitutions**

If a delegate is unable to attend the course booked, a colleague employed by the same company may attend that course in his or her place, on the same date(s), at no extra charge. Substitutions of this kind must be confirmed to Pertmaster in writing before the course begins.

### **Cancellations**

There is no charge for cancellations made more than four weeks in advance. 50% of the course fee is payable for cancellations made between two and four weeks before the course. After this the full fee is payable. All cancellations must be confirmed in writing.

### **Transfers**

In exceptional circumstances, and at the sole discretion of Pertmaster, transfers to another presentation of the same course may be allowed, within the cancellation period as set out above, on payment of an administration charge of 5% of the course fee. Under no circumstances will the normal cancellation fee be waived if a transfer results in Pertmaster having to cancel the course because of insufficient delegates.

### **Cancellation by Pertmaster Limited**

Should accident or illness, or any event outside the control of Pertmaster Limited, prevent us from running the course at the scheduled time, we would do our utmost to reschedule; however by booking a course the client indemnifies and holds harmless Pertmaster Limited from and against any and all costs, damages, expenses and losses, howsoever caused, which are incurred by the client.